

COUNCIL MEETING MINUTES**TUESDAY, July 22, 2014****WEDGEWOOD PARK – NW 307****LOCATION:**

7:00 PM – SOCIAL ROOM
1437 Foster Street
White Rock, BC

STRATA COUNCIL
2014

PRESIDENT

Johanne Fort

TREASURER

Karen Lanier

AT LARGE

Maryann Ten Hoop
Patrick Aubert
David Paquin

STRATA MANAGER

Nicole Alexandru
Direct Phone: 604-501-4412

The Help Centre
www.baywest.ca
(the help centre)

ALL ACCOUNTING INQUIRIES

Toll Free 1-877-585-4411
BAYWEST MANAGEMENT
13468 77TH AVENUE
SURREY, B.C. V3W 6Y3

24 Hour Line:
(604) 591-6060

ATTENDANCE:

Johanne Fort
Karen Lanier
Maryann Ten Hoop
David Paquin

REGRETS:

Patrick Aubert

Nicole Alexandru, Baywest Management Corp.

(1) CALL TO ORDER

The Council President called the meeting to order at 7:00 p.m. A quorum was present.

(2) ADOPTION OF PREVIOUS MINUTES

Following a review of the Minutes of the Council Meeting held Wednesday, May 21, 2014 and there being no errors and omissions noted, it was moved and seconded to approve the minutes as prepared and distributed. **CARRIED**

(3) FINANCIAL REPORT**3.1 FINANCIAL STATEMENTS**

Following review of the Financial Statements, the Treasurer advised that everything appeared to be in order. The strata agent and Council members interacted on specifics related to the Statement of Operations. On June 30, 2014 was noted an operating surplus of \$10,615.93 for the current year. It was moved and seconded to adopt the Financial Statements up to June 30, 2014. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

Council conducted a review of the Accounts Receivable as at July 22, 2014. It was reported the outstanding balance of accounts totalled the amount of \$9,967.75.

Owners are reminded that strata fees are due and payable on the first day of each and every month and the Strata Corporation is solely dependent on prompt receipt of all strata fees to finance its day-to-day activities. Owners are reminded that it is possible to set up a direct debit for your strata fee payments. Please contact Baywest-Accounts Receivables for details.

Please be advised that in accordance with strata corporation

Bylaws, all strata lot accounts will be levied with late payment interest and penalty if accounts are not paid in full by the first of each month.

(4) BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 PREVIOUS AGENDA ITEMS

Railings – Council confirmed the railings painting project was completed by CertaPro Painters. Council also reviewed correspondence from two unit owners expressing concerns with the completion and finishing of the project. Council investigated both units and concluded that in one of the units the painting seemed to be completed as quoted. Regarding the second unit, Council directed the strata agent to dispatch the contractor to address the deficiencies.

Dumpster for Neighbouring Strata – As no response was received, Council decided to monitor any further developments.

Owner Contact Information – The update was completed and the strata agent advised Council they could review the owners' information contact on mybaywest.

Depreciation report - RDH amended and submitted the final report which was approved by Council. Council distributed hard copies to all Owners and will organize an information meeting, which is tentatively scheduled on September 18, 2014. A Notice will be posted in the lobby prior to this event.

Common room – The Social room was re-keyed. In case you need access in the Social room or wish to book the room for a specific event, please contact Karen in unit 104 at 604-535-3934 or Pat in unit 303 at 604-542-2482, who kindly offered to liaise with the Owners.

Standard Operating Procedure The Standard Operating Procedure from to council is pending.

South garage water dripping – The Owner completed the repair and paid the Riverside Plumbing invoices which were charged back against owner's strata lot account. Another invoice was recently received from Riverside Plumbing, which was also charged back to the owner. According to the owner the invoice was paid directly to Riverside Plumbing. The strata agent will investigate with the contractor.

Power consumption reimbursement – As no response was received from the owner, Council directed the strata agent to reimburse the owner.

Amenity water escape - Riverside Heating & Plumbing confirmed the water escape was caused by a blockage in a common area pipe. The invoice is to be paid by the strata corporation.

Water escape – The repair was completed. Riverside Heating & Plumbing confirmed the leak was not actually detected from the above unit and therefore, the invoice is to be paid by the strata corporation. However, the contractor advised Council to monitor the situation and if re-occurrence to investigate and diagnose.

Sliding doors - The job was completed and the invoice was approved for payment

4.2 HUMAN RIGHTS TRIBUNAL HEARING

As of May 28, 2014, Alexander Holburn Beaudin & Lang advised that the human rights complaint has been dismissed, subject to within 60 days the complainant to file a petition pursuant to the Judicial Procedure Act.

(5) CORRESPONDENCE

5.1 Council reviewed correspondence from an Owner expressing concerns with respect to water gurgling sound in the heating system. The strata agent submitted to Council a response received from Riverside Heating & Plumbing advising the noise could be originated by air in the lines, expansion and/or contraction of the pipes in the walls or from the zone valve not functioning properly.

5.2 Council reviewed correspondence from an Owner advising of stressful noise in the air vents. Council will investigate the situation during their annual inspection of the en-suite fire devices.

5.3 It was moved and second to approve the installation of new kitchen cabinets, counter tops, kitchen sink and faucet, as requested by an Owner. **CARRIED**

The strata agent will send an assumption of liability letter.

5.4 Council reviewed correspondence from an Owner requesting modification of the deck roofline. Following discussion, it was moved and seconded to approve the request as presented. The request was **DECLINED**

5.5 Council reviewed correspondence from an Owner expressing concerns with noise coming from an adjacent unit. Council directed the strata agent to send a warning letter.

In case of a building emergency Owners are asked to contact Baywest Management at 604-591-6060 and to report criminal and suspicious activity contact the Police - 911. Please DO NOT knock on the doors of Council members, as they are volunteers and they too would like to enjoy their homes peacefully. All complaints must be put in writing and sent to the Strata Council via the Strata Manager.

(6) NEW BUSINESS

6.1 ELEVATOR

BC Safety Authority has issued a Safety Order, calling for the older elevators with single bottom cylinders to be replaced by October 15, 2015. Richmond Elevators confirmed the elevator at Wedgewood must be upgraded in accordance with the above.

Council was in receipt of one quotation submitted by Richmond Elevators. Council directed the strata agent to obtain two additional quotations.

6.2 VENTS CLEANING

Council directed the strata agent to obtain a budgetary quotation from National Air Technologies for the cleaning of the dryer, kitchen and bathroom vents in the next fiscal year.

6.3 TREE MANAGEMENT

Council reviewed a quotation from Bartlett Tree Experts to prune several trees located at the front of the building. Following discussion, it was moved and seconded to approve the proposal as presented. **CARRIED**

6.4 INTERPHONE

Prior to this meeting, Viscount was dispatched to repair the interphone under warranty. The job was completed.

6.5 FRONT DOOR

On July 2, 2014, Council called White Rock Lock to repair the front door handle which would not open from inside. The job was completed.

6.6 LOCKERS

Council reported both lockers were broken into and security plates were installed on all the locker room access doors. All access door keys were replaced and given out to owners. The job was completed.

6.7 WATER ESCAPE

On May 27, 2014 one owner residing on the second floor reported water leaking through the bathroom ceiling from the unit above. Riverside Heating & Plumbing was dispatched to investigate the situation and confirmed the origin of the water escape. Riverside Heating & Plumbing invoice was charged back against the above unit owner's strata lot account. The strata agent advised the unit owner residing on the third floor to proceed with repairs in the unit below.

6.8 LOCK BOX

Prior to this meeting Council declined the request from one owner to install a lock box by the front door. However, the lock box was installed without obtaining permission from Council. On July 14, 2014, Council reported the front iron gate was ripped off the brick wall and the lock box stolen. It was confirmed by the owner that inside the lockbox there was a front door key, as well as a key from the unit. The event was immediately reported with RCMP. Following the events, Council had immediately reviewed the situation and decided to investigate two options, either to re-key the building or to upgrade to a computerized fob system. The strata agent was directed to obtain advice from the insurance company and a quotation to re-key the building. Meanwhile, council member put together a proposal for the upgrade of the system. After gathering all the information and following discussion, it was moved and seconded to approve the upgrade of the system. **CARRIED**

Upon completion of the new system, the owners will receive two fobs per unit at no cost. Council member will monitor the status of the active fobs and update the system on a regular basis if any fob will be declared as lost or stolen.

Dear Owners, if any fob is lost, damaged or stolen, please report it at nalexandru@baywest.ca.

A notice was sent to all owners advising of the events and the measures which must be taken to resolve this matter in short time for the safety and security of all residents.

Council directed the strata agent to investigate with Clark Wilson if any of the costs could be charged back to the unit owner installing the lockbox without prior approval.

Council advised the strata agent to hold off the filing of a claim with HUB International, subject to gathering all the information.

6.9 INSUITE FIRE DEVICES INSPECTION

The inspection for common area devices, fire extinguishers and sprinkler system was scheduled on July 25, 2014. A Notice was posted in the building.

Council will be doing the smoke detector testing later this month and will also be checking decks, sliding doors and the heating system in each unit to see if they have been updated.

Dear Owners/residents, Please be advised that Riverside Heating and Plumbing's technician will be on site to check the heating systems and Council needs to have access to all units on that date. Please make sure that if you are not going to be available, you give your keys to a neighbour or a Council member. A Notice, advising the date will be soon posted in the building.

6.10 PERMITS

Council directed the strata agent to obtain a copy of the 2014 permits for boilers and elevator.

6.11 RIVERSIDE MAINTENANCE LOG

Council directed the strata agent to request Riverside Heating & Plumbing submit a maintenance log.

6.12 BOILER ROOM

It was brought to Council's attention the copper overflow and pipe are leaking on the floor in the boiler room. Council directed the strata agent to dispatch Riverside Heating & Plumbing to repair.

6.13 NEW RULE

Further to the installation of the new fob system, it was moved and seconded to enact the following new Rule as follows:

"Upon completion of the new entry system, the owners will receive two fobs per unit at no cost. The cost for any additional or replacement fobs is \$100."

The Rule is in effect starting the date of this meeting and will be ratified at the 2014 Annual General Meeting.

(7) TERMINATION

There being no further business, the meeting was terminated at 9:00 p.m.
The next council meeting is scheduled on Tuesday, September 23, 2014.

Please be advised you should retain copies of Council and General Meeting Minutes for a period of 2 years